APPLICATIONS DEVELOPMENT DIRECTOR

DISTINGUISHING FEATURES
The fundamental reason the Applications Development Director position exists is to manage the application development, systems design, programming support, and technical consulting services staff in providing automated information systems to users. Work is performed under general supervision of the Chief Information Officer.

ESSENTIAL FUNCTIONS

Directs the development, implementation and maintenance of data processing programs and applications to obtain the most efficient and economical use of computer driven applications. Communicates in a variety of ways with customers, vendors, peers/subordinates, top staff, etc. to solve concerns and recommend alternatives. Must be a catalyst for creating change.

Confers with General Managers and Divisional management in solving various concerns relating to development of computer systems. Collects and analyzes date in order to make recommendations in report form and verbally to upper management. Performs economic feasibility studies regarding utilization of software and equipment.

Communicates goals; develops plans and measurements for evaluation; evaluates performance of personnel; investigates and follows up on complaints or disciplinary actions. Demonstrates mutual respect for people at all levels.

Prepares and administers budget; estimates labor or material costs from workplans. Gives oral and written status reports of Division activities as required. Possesses a shared commitment to quality in every day work.

Demonstrates continuous effort to improve efficiency, streamline work processes, and work cooperatively and jointly with department personnel to accomplish objectives.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities
Knowledge of:

Management practices and procedures
Information Systems related terminology, practices and procedures
I.S. processes, regulations, codes, ordinances and terminology
Computer Operations management practices and procedures

Ability to:

Interpret City ordinances, rules and regulations, and make rational decisions in accordance with established policy.
Evaluate and resolve customer problems and issues.
Understanding of MS Windows, UNIX, and TCP/IP network environments.

Review procedures and problems and develop solutions and new systems
Listen and communicate effectively with a diverse group of people

Establish and maintain effective working relationships with co-workers, supervisors, contractors, vendors, and the general public
Operate a PC to compose reports and correspondence
Understand and interpret City ordinances, stipulations, codes, policies and procedures and understand the logic behind them
Communicate effectively with the public, staff and co-workers
Study problems and develop innovative solutions; prepare and present effective written and oral reports

Education & Experience
Any combination of a Bachelor's degree in Computer Science or a related field with a minimum of five years specialization in the area of system design, application devleopment and office automation Requires a minimum of four years experience managing and leading professional, technical and clerical personnel, preferably in an applications and systems development environment.

FLSA Status: Exempt   HR Ordinance Status: Unclassified